

| | | | |
|--|---|---|--|
| CLASSIFICATION TITLE Senior Transportation Planner, Specialist | | DISTRICT/DIVISION /OFFICE Division of Transportation Planning | |
| WORKING TITLE Planning for Operations Statewide Lead | POSITION NUMBER XXX-XX-XXXX-XXX | EFFECTIVE DATE | |

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility and accessibility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as, to those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Multi-Modal System Planning, a Supervising Transportation Planner, the incumbent serves as the Statewide Lead of the Planning for Operations function. The incumbent is a change agent champion for implementing planning for operations statewide. The incumbent works in a cooperative and integrated manner to coordinate with other planning functions such as travel forecasting and analysis, freight, sustainable communities and regional planning to deliver the multi-modal and smart mobility corridor planning framework . The incumbent will work with other divisions, public agencies and stakeholders groups toward the goals of integrating operations considerations in multi-modal system planning processes and products. The incumbent will establish the planning programs' leadership in planning for operations.

The incumbent will be the liaison with Traffic Operations, Programming and Project Development to develop pathways to implement planning for operation; leading to project initiation and programming of strategic system operations investments. The lead will work with FHWA and external regional partners to develop corridor partnerships for system management.

TYPICAL DUTIES:

Percentage Duties

40% (E) The lead will work to develop the statewide framework for planning for operations including strategic planning and actions to implement the function in the planning program statewide. Develop an action plan with goals, steps, roles, and responsibilities. The lead will work to integrate planning for operations in statewide plans such as the California Transportation Plan, the California Freight Plan, Rail Plan, ITSP, and future statewide plans; long-range transportation plans, regional plans, and corridor studies that develop investment priorities for meeting

system management goals. Developing processes for Integrating Caltrans mission, vision, and goals in multi-modal planning for operations is a key deliverable.

- 20% (E) Work with data, modeling and analysis staff to develop the data, analysis tools and performance measures for performance-based system planning. Develop a data plan for using operations data for planning application and performance measures. Assist in developing the new metrics for VMT analysis and GHG reduction measures and benefit/cost analysis for operational improvements. Assist in development of new tools such as TOPL. Evaluate usefulness of innovative operations planning tools and provide recommendations for implementation to management. Support in-house capacity for on-going technical analysis and use of PeMS, TPOL, SMF, other performance measurement tool in corridor planning.
- 20% (E) Identify the institutional needs for coordination, partnerships, training, education and developing the Planning Program's expertise and capacity for planning for operations. Utilize federal, university, consultant and regional partner resources to support delivery of planning for operations goals. Coordinate across functions in planning and other divisions, Convene steering committees, technical advisory committees, forums, workshops and listening sessions with district planners to develop the education and training needed to develop the culture of operations in planning. Include regional and local planning and operations staff on technical advisory committees and sponsor regional meetings, seminars, conference, or other events to build coordination.
- 10% (E) Work closely with Traffic Operations to support the connected corridors program and TSM&O initiative. Provide the planning perspective and build solid partnerships and working relationships at HQ and districts to support system management.
- 10% (E) Work with Traffic Operations to lead the review of the regional ITS architectures and develop plans to update ITS architecture with the regions. Determine any policy and guidance documents that need to be developed to guide the planning for operations function. Lead consultant studies including determining need, scope and procurement of services for studies and assistance to advance planning for operations.

SUPERVISION EXERCISED OVER OTHERS

Not supervising at this time.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of all phases of transportation planning process; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; Concepts and terminology relating to transportation planning; and techniques of selecting outside consultants. Communicate effectively (oral and written) with management, technical, and non-technical personnel.

Ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; serve in a leadership capacity on some projects and for the Branch; and effectively utilize standard software and assist staff in its use as needed.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

System planning is the basis of identifying current highway system conditions and deficiencies, future forecasted conditions and deficiencies, and projects and strategies to meet future needs and respond to forecast deficiencies. Failure to adequately implement responsibilities of the System Planning Branch may result in the Department failing to identify and implement needed system improvements leading to a less efficient transportation system that may be more congested, have higher negative impacts, and be less safe. Errors in guidance, implementation, coordination, and carrying out federal and state laws and regulations will have a negative impact on the Department, partner agencies, stakeholders and the traveling public. Errors in implementing supervisory responsibilities may lead to negative personnel actions.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts with headquarters and District units in Transportation Planning and Traffic Operations. Involvement with Metropolitan Planning Organizations and Regional Transportation Planning Agencies and their associations. Contact with the Directorate is less frequent but will occur. Occasional contact with Department of Finance, Legislative Analyst Office, California Energy Commission, Federal Highway Administration and other agencies.

PHYSICAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to meetings in other office buildings.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE